AMERICAN BAPTIST FOREIGN MISSION SOCIETY

276 Fifth Avenue, New York City

CANDIDATE REFERENCE BLANK

Confidential information concerning ..... From .....

of ..... of .....

I. INTRODUCTORY

1. Have you any family connection with the candidate? If so, what? .....

2. How long, how recently and under what circumstances have you known the candidate? Please give details .....

3. If you are acquainted with the family history of the candidate, please state whether in your opinion its conditions have been such as to contribute to successful missionary service. Give details if possible .....

II. QUALIFICATIONS OF THE CANDIDATE

Kindly check the characteristics in each group which, according to your personal knowledge, most nearly indicate your estimate of the candidate.

Please check only where you have a fair basis of judgment.

If you have an impression only, place a question mark after the characteristic which you think correct.

If you really have no basis of judgment, leave the question unanswered.

Please be free to substitute any characteristic which more nearly expresses your opinion.

1. **Personal appearance**
   - a. Attractive ..... Unattractive ..... Average .....
   - b. Neat ..... Careless ..... Average .....

2. **Personality**
   - a. Self-reliant ..... Weak or vacillating ..... Average .....
   - b. Refined ..... Crude ..... Average .....
   - c. Friendly ..... Aloof ..... Average .....
   - d. Mature for age ..... Immature ..... Average .....
   - e. Egotistical ..... Self-depreciating ..... Has proper recognition of abilities .....

3. **Intellectual qualities**
   - a. Alert ..... Dull ..... Brilliant .....
   - b. Thorough ..... Superficial ..... Average .....
   - c. Original ..... Lacking in originality ..... Average .....

4. **Ability to grasp and solve problems**

a. Acute ..... Lacking in penetration ..... Average .....

b. Good judgment ..... Erratic judgment ..... Average .....

c. Resourceful ..... Lacking in resource ..... Average .....

5. **Ability to get things done**

a. Strong leader ..... A follower ..... Fair leader .....

b. Rapid ..... Slow ..... Steady .....

c. Persistent ..... Easily discouraged ..... Average .....

6. **Ability to adjust to new conditions**

a. Good sense of humor ..... Lacking in humor ..... Fair sense of humor .....

b. Optimistic ..... Pessimistic ..... Cheerful .....

c. Good endurance of hardship ..... Overcome by hardship ..... Fair endurance .....

7. **Racial adjustability**

Note: In this section please take into account the candidate's racial contacts both on the campus and in other relations, both with American Negroes and with other races.

a. Has had wide experience in racial contacts ..... Little experience in racial contacts .....

In these contacts with other races the candidate has been

b. Brotherly ..... Unfriendly ..... Somewhat aloof ..... Condescending .....

c. Able to work happily with them ..... Reluctant to work with them .....

8. **Teamwork qualities**

a. Good team worker ..... Poor team worker ..... Fair team worker .....

b. Tactful ..... Inconsiderate ..... Average .....

c. Tolerant of point of view of others ..... Intolerant ..... Indifferent .....

9. **Temperament**

a. Not over-sensitive ..... Over-sensitive ..... Average .....

b. Normal affections ..... Tends toward ardent but unstable friendships .....

c. Free from tendency to worry ..... Apt to worry ..... Average .....

10. **Business habits**

a. Prompt in meeting obligations ..... Careless of obligations .....

b. Economical ..... Extravagant .....

c. Careful of details ..... Careless of details .....

d. Keen foresight ..... Lack of foresight ..... Average foresight .....

11. **Attitude towards foreign mission work and problems**

a. Well informed ..... Uninformed ..... Average .....

b. Sincerely interested ..... Casually interested ..... Average .....

12. **Spiritual qualities**

a. Is he a true Christian? Yes ..... No .....

b. Prayerful ..... Puts little dependence on prayer .....

c. Has thorough knowledge of the Bible ..... Superficial knowledge ..... Average .....

d. True to convictions ..... Compromising .....

e. Has shown actual spiritual growth in past few years ..... No discernible growth .....

f. Is his Christian character irreproachable? Yes ..... No .....

13. **Attitude toward Christian truth**

a. Has definite views ..... Has not thought things through .....

b. Open-minded ..... Lacks open-mindedness .....

c. Free from extreme views ..... Tends towards extreme positions .....

d. Sane ..... Fanatical ..... Inclined to vagaries .....

e. Evangelical ..... Non-evangelical ..... Colorless .....

f. In general accord with historic Baptist position .....

Not in general accord with historic Baptist position .....

14. **Ability to communicate the Christian life to others**

a. Altruistic ..... Self-centered ..... Indifferent .....

b. Contagious Christian spirit ..... Lacks contagion of Christian spirit .....

c. Evangelistic in motives and work ..... Has little evangelistic spirit .....

III. EXPERIENCE OF THE CANDIDATE

If the candidate has been engaged in any of the following occupations please indicate your opinion as to the degree of success attained. Please substitute any term which more nearly expresses your opinion.

	Above Average	Average	Below Average
1. Scholastic work			
2. College activities			
a. Athletics			
b. Literary work and publications			
c. Y. M. C. A. or Y. W. C. A. work			
3. Preaching			
4. Pastoral work			
5. Church activities			
6. Teaching			
7. Medical work			
8. Nursing			
9. Agriculture			
10. Business			

IV. FITNESS FOR FOREIGN MISSIONARY SERVICE

1. Would the candidate's appointment be approved by friends? .....

By fellow students? ..... By the public generally? .....

2. Do *you* recommend appointment? .....

3. If not, what seem to be the weak points or faults which in your judgment should disqualify the applicant for foreign missionary work? .....

.....

.....

V. Unhampered by any questions, please state frankly your opinion as to the general fitness of the candidate for the work of a foreign missionary.

VI. Please give below the names and addresses of two or three persons who are qualified to give an estimate of the candidate's fitness for missionary service, and indicate their relationship to the candidate (teacher, employer, friend, etc.)

Name and Address	*Relationship to Candidate*
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Date ..... Signature .....

Please mail this reference blank to:

CANDIDATE DEPARTMENT
AMERICAN BAPTIST FOREIGN MISSION SOCIETY,
276 Fifth Ave., New York, N. Y.

CORRESPONDING SECRETARIES
RALPH E. DIFFENDORFER
JOHN R. EDWARDS

SECRETARY - COUNSEL
FRANK MASON NORTH

Board of Foreign Missions
Of the METHODIST EPISCOPAL CHURCH

150 Fifth Avenue
NEW YORK CITY

CABLE ADDRESS, MISSIONS PHONE, CHELSEA 2130

PRESIDENT
BISHOP LUTHER B. WILSON

TREASURER
MORRIS W. EHNES

Confidential Information Concerning.....

(Name and Address)

1. How long have you known the applicant?.....

2. How recently have you known the applicant?.....

3. In what relationship have you known the applicant?.....

.....

What is your opinion concerning the following characteristics of the applicant?

I. **PERSONAL APPEARANCE.** (Consider attractiveness, neatness, physical appearance.)

II. **PERSONALITY.** (Consider winsomeness, dignity, refinement.)

III. **HABITS.** A. Social: As to games and amusements of debatable character, dancing, etc.....

.....

.....

B. Personal: Consider whether applicant (1) has at any time or (2) does now use tobacco (1).....(2).....

alcoholic beverages (1).....(2).....narcotic drugs (1).....(2).....

IV. **INTELLECTUAL QUALITIES.** (Consider alertness, powers of observation, how well informed, discrimination, ability to think straight, intellectual ambition.)

V. **ABILITY TO GET THINGS DONE.** (Consider energy, persistence, resourcefulness, initiative, adaptability, self-reliance, haphazardness.)

VI. **ABILITY to WORK WITH OTHERS.** (Consider tact, democratic spirit, tolerance.)

VII. **BUSINESS CAPACITY.** (Consider care in business details, ability to bring things to pass, care in handling finances, promptness in meeting obligations and appointments.)

VIII. **POISE.** (Consider common sense judgment, sense of the appropriate, self-control.)

IX. **SOCIAL CAPACITY.** (Consider the fact that the missionary must mingle with people of every social type, including many people of fine culture and standing, both nationals and foreigners.)

X. **TEMPERAMENTAL QUALITIES.** (Consider sense of humor, cheerfulness, sensitiveness, moroseness.)

XI. **RELIGIOUS LIFE.** (Consider whether interested in some special doctrine. Also ability and purpose to communicate the Christian life to others. Has he been active in Christian work, etc.?)

XII. **MOTIVE.** (Consider why the applicant should want to enter foreign missionary work.)

XIII. **CHRISTIAN WORK.** (What do you know about applicant's **experience** in any form of Christian service?)

XIV. **RACIAL ATTITUDE.** (Has he any racial or national prejudices that would make it difficult for him to cooperate with national leadership?)

XV. **ADDITIONAL REMARKS.** (If you were a member of the Board of Foreign Missions would you recommend his appointment for important foreign service? Give your opinion unhampered by any of the previous questions.)

ESTIMATE OF TEMPERAMENTAL CHARACTERISTICS

Concerning: .....

under consideration for foreign missionary service, we would be grateful for your judgment on the following items.

1. INTROSPECTIVENESS:

   Does the applicant pay exaggerated attention to his own feelings and emotions? .....

2. SENSITIVENESS AND TOUCHINESS:

   Are the applicant's feelings easily hurt? .....

   Is he too alert concerning encroachment upon his rights? .....

   Does he suffer if slighted? .....

3. BROODING, MOROSE, SUSPICIOUS:

   Is the applicant of the shutin and uncommunicative type who cannot bring to the light and dispel misunderstandings? .....

   Is he one who is not easily adjusted to the give and take of life? .....

4. EGOTISM, EXCESSIVE SELF-IMPORTANCE:

   Is the applicant a bad loser who cannot play a subordinate part? .....

   Does he smart under rebuff and humiliation? .....

5 BOOKISHNESS, DOCTRINAIRE AND OVER INTELLECTUAL TYPE:

   Is the applicant a person to whom thinking is an end in itself or the means of an accomplishment? .....

   Is he unable to come to stable decisions because he sees the pros and cons of every proposition? .....

   Is he a morbid hesitator and doubter? .....

6. DEFECTIVE ENDURANCE:

   Is the applicant apt to grow restless and unhappy under steady grind and monotony? .....

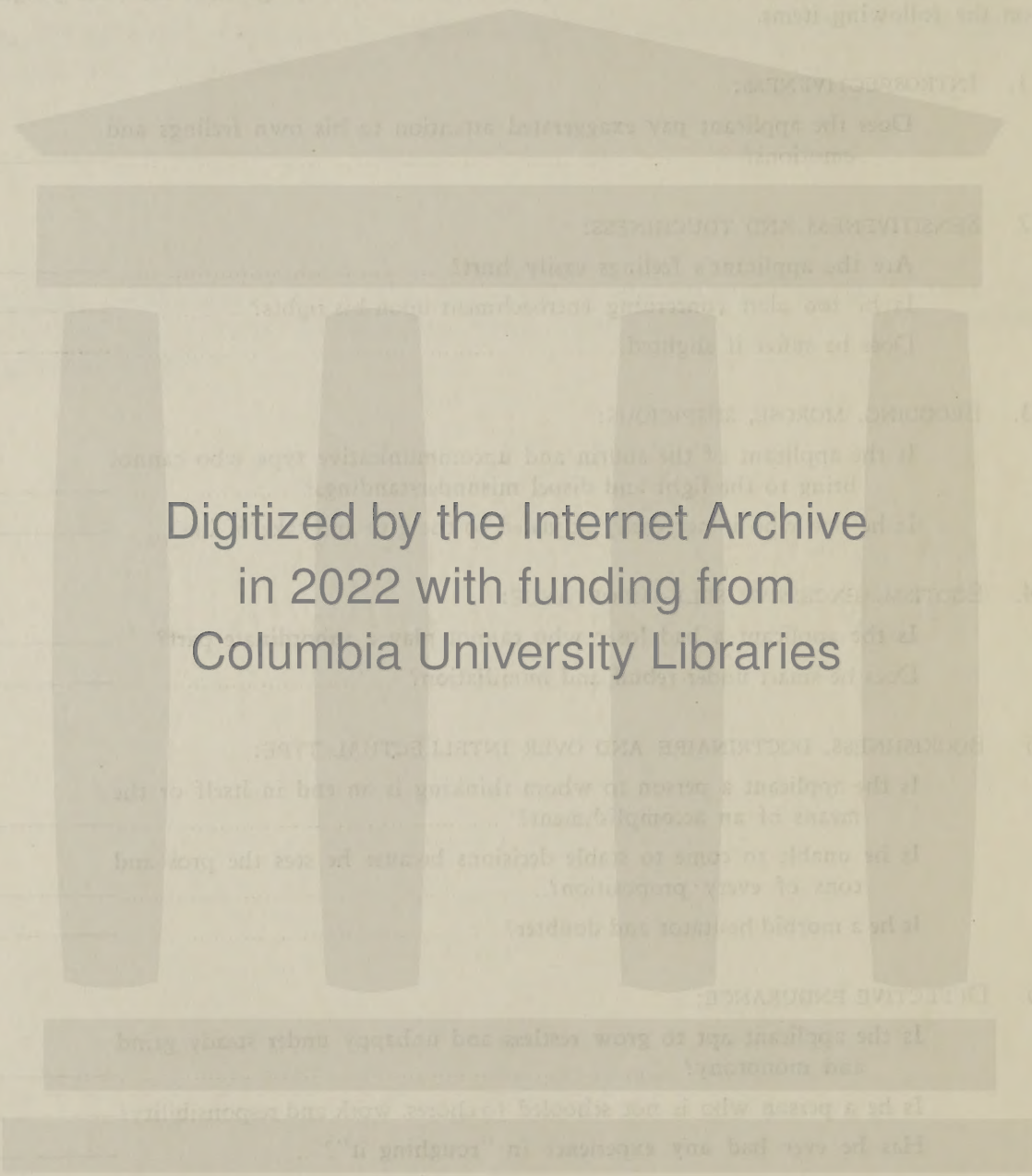
   Is he a person who is not schooled to chores, work and responsibility? .....

   Has he ever had any experience in "roughing it"? .....

Signature .....

Address .....

.....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THE BOARD OF FOREIGN MISSIONS
OF THE PRESBYTERIAN CHURCH IN THE U. S. A.

156 FIFTH AVENUE
NEW YORK

PRELIMINARY INFORMATION FORM

Not a formal application but a basis for correspondence involving no obligation either on the part of the one who fills it out or on the part of those receiving it.

Date _____

1. _____
Full name (initials not enough) Your signature Present address

2. _____
Permanent address or one which will regularly reach you

3. _____
Date of birth Place of birth Nationality

4. _____
Church in which you hold membership? With what denomination connected?

5. _____
Experience in Christian work (a) Volunteer service (b) Employed service

6. Education

_____
Preparatory School Year of graduation

_____
College Year of graduation Degree

_____
Theological Seminary Year of graduation Degree

_____
Other institution Year of graduation Degree

7. _____
Experience in teaching, nursing, business, etc.

8. _____
What is your present occupation?

9. _____
What type of missionary work have you in mind?

10. _____
In what country are you especially interested? And why?

11. _____
What aroused your interest in possible missionary service?

12. _____
Are you a Student Volunteer? When and where did you volunteer?

13. _____
If you decide to apply, when would you be ready for appointment?

(OVER)

14.

Name of betrothed, if engaged to be married | Address | Age | Occupation

15.

Full name of wife or husband, if married | Date of marriage | Occupation

16.

If you have children, state age of each

17.

Attitude of parents, betrothed, wife or husband, toward your missionary interest

18.

Have you any physical disability? If so, state its nature

19.

Have you any debt or other hindrance to possible service? Shall you need financial assistance for further preparation?

20.

If you have applied to any Mission Board, please state results

21.

Remarks

22.

Name and address of your pastor, and two or three others such as a teacher, a business employer, a friend of your family, and a friend who is near your own age. Two at least of these should be women for all women candidates

Personnel Division

National Council of YMCA
347 Madison Ave., New York City

Confidential Inquiry

on Candidate for the Secretaryship of the Young Men's Christian Association

Return to

Name of Candidate _____ Filled Out by _____

Address _____ Address _____

Present Position _____ Occupation _____

Date _____ Relationship to Candidate _____

Under what conditions and for what period of time have you had opportunity to observe this man's performance? _____

HOW TO USE THE GRAPHIC RATING SCALE: It is essential to have in mind the exact abilities to be rated. Please re-read the definitions carefully before starting to rate. **Rate the candidate on the basis of actual work he is now doing,** so far as possible. On each trait, **compare him with others of his approximate age engaged in work similar to that upon which you are judging him.** Place your check (✓) somewhere **on the line** where you think he stands in that single ability. **It is not necessary to check directly above any of the descriptive terms,** which are included merely as a convenience. **Kindly rate one ability at a time,** considering that ability by itself without regard to the candidate's standing in any other ability.

ABILITIES	YOUR JUDGMENT OF CANDIDATE'S RELATIVE STANDING				
1. Consider his ability to command confidence and respect through his personality.	Marked		Partially successful		Creates distrust
2. Consider how effectively he is able to meet the physical demands of his work; his reserve; his health regime.	Exceptionally healthy		Of average health	Low vitality	Frequently incapacitated
3. Consider his poise; his ability to remain calm under exacting responsibility; his self-control.	Always well poised	Generally well-controlled		Easily exictable	Irresponsible
4. Consider his success in proceeding with his work without having to be told every detail; his ability to make and carry out practical suggestions for doing things in original and improved ways.	Highly self-reliant and resourceful		Does what is expected		Needs constant direction
5. Consider his alertness to discover and his ability to think through problems; his thoroughness; his power of analyzing situations.	Exceptionally alert and thorough	Bright		Slow to find solution of problem	Dull
6. Consider his understanding of his position; his knowledge and appreciation of other departments.	Expert	Thorough	Fair grasp	Meager	Lacking
7. Consider the volume of work of standard quality he is able to accomplish.	Highly satisfactory	Satisfactory		Limited	Very unsatisfactory
8. Consider his success in working effectively with others.	Exceptionally cooperative	Good team worker	Cooperative in limited areas	Individualist	Disturber
9. Consider his ability to win and hold the cooperation and goodwill of the groups he serves, as well as of his associates.	Unusually successful	Moderately successful		Limited	Unsuccessful
10. Consider his all-round exemplification of genuine Christian character.	Consistently exemplifies highest Christian standard	Ordinarily exemplifies high standard		Conforms to usual standards	Generally inconsistent

PLEASE USE THE REVERSE SIDE OF THIS PAPER FOR OTHER COMMENTS

Form C 110-28

WHAT DO YOU KNOW OF HIS EXPERIENCE OR ACHIEVEMENT

In athletics? ..... In leadership? .....

In scholarship? ..... In earning and handling money? .....

In religious work? ..... In service? .....

WHAT WEAKNESSES HAS HE?

In character or method of work? ..... In honesty or integrity? .....

In person or speech? ..... In self-indulgent habits? .....

FURTHER REMARKS

Signed .....

Y.M.C.A. EMPLOYED OFFICERS

OPINION RECORD

Concerning ..... Date .....

Position ..... Opinion of .....

Location ..... Position .....

INSTRUCTIONS—This record reflects your personal opinion of the Y.M.C.A. Employed Officer as indicated. Base your judgment on his present work. Check on line where you would rate him on the items listed. Use back of blank for comments.

1. What effect does his physical presence, manner, voice, and dress have upon you?	Inspiring	Favorable	Indifferent	Unfavorable	Repellent
2. To what extent does he reveal good judgment and an intelligent grasp of his work and ability to think thru problems?	Deep and constructive thinker	Clear thinker	Good mind	Superficial	Easily confused or dull
3. Does he get things done, either by himself or thru others, with dispatch and economy?	Highly achieving even under great difficulties	Efficient under normal circumstances	Moderate executive ability	Fails to get things done	Careless
4. Does he secure and hold a following of strong men? Do young men or boys readily accept his leadership?	Very influential and develops strong men	Accepted as a leader	Moderate ability	Little leadership	Cannot work through others
5. How does this man's life and character illustrate real Christianity?	An exceptional embodiment	A wholesome Christian	Conforms to accepted standards	Represents Christianity poorly	Caricatures real Christianity
6. How well does he get along with others?	Adds greatly to the spirit of any group	Agreeable member of a group	Generally cooperative	Inclined to contentiousness	Always a disturbing factor
7. To what extent is he adapted to his present work?	Exceptionally qualified	Well suited	Fairly well	*Not well adjusted	A misfit
8. What do you regard his future to be in Association work?	Will be an outstanding leader	Promising	Successful in a small way	Will always be a second rater	Should resign at once

9. What is the length and nature of your acquaintance with this man.....

.....

* Indicate on back the work for which he is better adapted.

Opinion records are to be filed with the State Personnel Committee of the state in which the man recorded is employed or with the Personnel Division of the National Council of Y. M. C. A.'s, 347 Madison Avenue, New York City.

It may help you in forming accurate opinions if you will first think of a number of men, noting their names above the items which measure the qualifications they most exemplify. You should make up this general scale from men of positions in the Association of about the same responsibility as that of the man you are judging. Then compare your man with these men, asking yourself for each qualification—"In regard to the questions on this line which of the five men does this man most resemble?" Comparing men with men is frequently easier than comparing men with names of qualities. (This general measuring scale should be made on a work sheet and, of course, need not be disclosed to others.)

STANDARD INTERVIEW BLANK

For Prospective New Entrants to the Young Men's Christian Association Secretaryship

Concerning ..... Age ..... Interviewed by .....

Address ..... Date and Place .....

Ascertain first that the following minimum requirements are met:

1. That he is at least 18 years of age and not over 45.
2. That he shows evidence of good health without handicapping physical defects and is able to pass the physical test of a standard life insurance company.
3. That he has had a high school education or its equivalent in organized study.
4. That he is a member of an evangelical church and actively participates in same.

Check in the Bracket Indicated Your Opinion Based on an Unhurried Interview.*

1. How does he impress you by his personal appearance, speech, manner and general health?	Strong Personality	Favorably	Indifferently	Weak	Repellent
2. What opinion do you form of his ability to think clearly and constructively?	Unusually Intelligent	Good Mind	Passable	Poor	Stupid
3. What impression do you get of his ability to achieve results?	Exceptional	Effective	Fair	Poor Executive	Disrupting
4. Give your estimate of his initiative and power of sustained leadership.	Pronounced Leader	Acceptable	Limited	Ineffective	Totally Lacking
5. How are you impressed by the content and expression of his religious life character?	Rich and Productive	Wholesome	Formal	Nominal	Unchristian
6. How do you estimate his working relations with others?	Highly Cooperative	Team Worker	Variable	Individualist	Obstructionist
7. For what department of Ass'n work do you judge he is best adapted?	City	County	Indus.	Boys	RR	Student	A & N
8. For what position?	Executive	Business	Membership	Employment			
	Physical	Educational	Social	Religious			
9. Recommendation.	Further Training	Immediate Placement	Further Consultation	Doubtful	Do Not Approve		

Give particulars .....

.....

To be deposited with accompanying information and confidential reference blanks with State Personnel Committee or Personnel Division, National Council of Y. M. C. A.'s, 347 Madison Avenue, New York City.

(Use back of sheet for comments)

It may help you in forming your opinions carefully if you will think of a man who measures to the qualifications noted on the blank. These men should be about the same age as the one you are judging. This completed, you will ask yourself for each general query—"In regard to the question on this line, which of the five men I have chosen does this man most resemble?" Comparing men with men is frequently easier than comparing men with names of qualities.